

U.S. GOVERNMENT PRINTING OFFICE
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Microform Products

as requisitioned from the U.S. Government Printing Office (GPO) by the
Defense Printing Service for Navy

Single Award

The term of this contract is for the period

beginning October 1, 2000 ending September 30, 2001

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on August 28, 2000.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-kilometer (62-mile) radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

THE MINIMUM TIME PERIOD FOR ACCEPTANCE OF BIDS ON PROGRAM C763-S BY THE GOVERNMENT IS 270 CALENDAR DAYS. TO BE RESPONSIVE, A BIDDER MUST INSERT IN THE BID ACCEPTANCE PORTION OF GPO FORM 910 A BID ACCEPTANCE PERIOD OF 270 CALENDAR DAYS OR MORE. IT IS CAUTIONED THAT IF THE BIDDER MAKES NO ENTRY A BID ACCEPTANCE PERIOD OF 60 CALENDAR DAYS WILL AUTOMATICALLY BE APPLIED AND THE BID WILL BE RENDERED NONRESPONSIVE.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalents. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available on our website at www.gpo.gov/procurement.

For information of a technical nature call Jim Grayson (202) 512-0310 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

SUBCONTRACTING: No subcontracting will be allowed.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

CONTRACTOR'S QUALITY ASSURANCE SYSTEM: The contractor must provide and maintain an effective quality assurance system.

The contractor's quality assurance system must include, as a minimum, the following elements to the degree necessary for the end products under this solicitation:

1. Environmental controls that assure temperature and humidity are within ANSI PH1.43.
2. Environmental air quality controls in microfilming and duplicating areas that meet Federal Standards 209 for Class 1000.
3. Controls that assure the raw materials meet all applicable requirements and that proper storage and issuing procedures are followed.
4. Controls that assure all steps in the process generate products that conform to all requirements of this solicitation.
5. Maintenance and calibration records on all applicable production and inspection equipment.
6. Inspection procedures and adequate records to assure conformance to all requirements of this solicitation.
7. Other applicable quality assurance documentation, such as, raw material certifications, condition and timeliness of furnished materials, and outside laboratory analyses if performed.

CLASSIFICATION: Approximately 10 percent of the orders placed under these specifications will be classified as "SECRET" and/or "NATO SECRET".

The information contained in publications so classified affects the national defense of the United States within the meaning of the Espionage Act, Title 18, U.S. Code, Sections 793 and 794. The contractor is hereby notified that the transmission of such material or the revelation of its contents in any manner to an unauthorized person is prohibited and punishable by law.

Security clearance, as specified by this solicitation, will be required of the successful bidder prior to award. The government is not obligated to delay award pending security clearance of any bidder.

All provisions of the Security Agreement (DD Form 441) including the "Industrial Security Manual for Safeguarding Classified Information" (DoD 5220.22-M) are hereby made a part of these specifications and will be applicable to all phases of production and shipment of classified publications ordered under these specifications.

Copies of this publication are for sale by the Superintendent of Public Documents, U.S. Government Printing Office, Washington, D.C. 20402.

AGENCY SIGNOFF: Before any vouchers will be accepted by the GPO for payment, the itemized statement for each print order must be submitted to the ordering agency for examination and certification as to correctness of the billings.

Note: Contractor must not submit a copy of classified products with his voucher for payment.

PREAWARD SURVEY: The Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PREAWARD TEST: The contractor submitting the low responsive bid must complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

1. The prospective contractor, in line for the award, shall be required to pickup, from the address listed in Item 2., as follows:
 - (a) Source Documents consisting of single pages and/or miscellaneous publications and engineering drawings.
 - (b) Print Image Magnetic Tape.
 - (c) Undeveloped, exposed, 16mm and 35mm microfilm.
 - (d) Preprinted Aperture Cards.

The contractor will be required to produce a representative order which may include the following:

- (a) From Source Document produce:
 - (1) First generation cut microfiche and second generation diazo duplicates.
 - (2) First generation 16mm microfilm master; second generation diazo duplicate rolls inserted in a 3M Cartridge.
- (b) Demonstrate an ability to produce 105mm roll microfiche from furnished Print Image Tape.
- (c) Produced first generation silvers and second generation diazo duplicate of blank aperture cards that includes mounting 35mm microfilm of furnished engineering drawings or maps.

Specific quantities and operations required for the Preaward Test will be provided at the time order is placed for test.

2. The preaward test must be performed at the same facilities and on the same equipment that will be used to produce microfiche required for this contract.
3. Within 5 workdays after receipt, Test Samples must be delivered to the U.S.G.P.O., Term Contracts, Section C, Room A843, Stop PPC, Washington, DC. 20401, Attn: James Grayson. Approval of the preaward test will be based upon fulfilling all of the requirements of the specifications, within the time specified. A single defect may result in the test being disapproved.
4. Disapproval of Preaward Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional time to correct

defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.

5. Approval of Preaward Test: Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

No charges will be allowed for costs incurred in the performance of the preaward test.

IMAGE STABILITY: The contractor must submit certification, from an independent testing agency, that the residual thiosulfate concentrations for archival microforms is in compliance with ANSI IT9.1. The certificate must indicate that the test procedure utilized was the Methylene Blue Method as described in ANSI/ASC PH4.8.

POSTAWARD CONFERENCE: In order to insure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives may conduct a conference with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000 through September 30, 2001 *plus for such additional period(s) as the contract is extended*. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on Page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of various microform products requiring such operations as pickup, inspection and preparation, indexing, microfilming, duplicating, collating, packaging, labeling, marking and distribution that are maintained within the Contractor's Quality Assurance System.

TITLE: Microform Products.

FREQUENCY OF ORDER: Approximately 80 to 500 orders per year.

QUANTITY:

The total number of units (microform product and/or related operations), anticipated for the new term, is stated in "*Section 4. - DETERMINATION OF AWARD*".

NUMBER OF PAGES:

Up to 40,000 single-page, source documents per order with an occasional order consisting of, up to 80,000 source document pages.

GOVERNMENT TO FURNISH:

Source Document:

- Single pages, bound books, pamphlets, and miscellaneous publications (size: 216 x 279 mm to 279 x 432 mm (8-1/2 x 11" to 11 x 17"))).
- Engineering drawings and/or Maps (size: 279 x 457 mm to 10 67 x 15 24 mm (11 x 18" to 42 x 60"))).

Computer Output Microfilm (COM):

- Print Image Tapes, produced on a UNIVAC- or IBM-compatible system, that includes the following: Nine (9) tracks 1600 or 6250 BPI; EBCDIC mode; odd parity; fixed block format of 8,775 bytes per block of variable length, 1 - 135 records per block; with the 1st position being an ASA type print advance character the 2nd position being the first printable character and the 135th position being the last printable character.

Microfilm:

- Undeveloped, exposed, 16mm/35mm silver-gelatin microfilm, approximately 100 feet (30.48 meters) in length, containing approximately 1,800 to 2,300 images in comic mode, on reels, packed in boxes.

Preprinted Aperture Cards (size: 83 x 187 mm (3-1/4 x 7-3/8")), with premounted 35mm microfilm, for card-to-card duplication.

Preaddressed, gummed 76 x 130 mm (3 x 5-1/8") mailing labels, mounted 3 across and 4 down on fan-fold sheets. Labels are ZIP code-sorted.

A supply of blue labels and selection certificates for shipping Departmental Random sets.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Source Documents with identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form numbers, and revision date, must not appear on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**", necessary to produce the product(s) in accordance with these specifications. *Occasionally, the contractor may be required to insert microfilm into cartridges. Based on current orders this requirement has not been necessary.*

The contractor is responsible for all coding conversions that may be necessary to load and process data from the furnished magnetic or print image tapes.

The contractor is responsible for providing microcopy resolution test cards (targets) composed of five ISO Test Charts No. 2. The constructed targets must meet ANSI/AIIM MS23 and the test charts must meet ANSI/ISO 3334.

INSPECTION OF FURNISHED MATERIALS

The contractor will be required to inspect all source documents and furnished microforms to determine suitability for microfilming as follows:

1. Compare furnished titles with that on the print order. Annotate discrepancies and immediately contact Paul Dorsette at (703) 607-5235, for further instructions.
2. If a microform or publication is found to be defective during inspection the contractor will discontinue work on that print order after all publications on that order have been inspected and call the Ordering Agency, for further instructions.
3. Some source documents will be furnished as bound publications which the contractor must cut apart without causing damage to the image. Pages are to be clean cut; torn edges will not be permitted. In addition, pages are to be cut so the image will appear parallel to the trimmed edges both horizontally and vertically. Publications which have been cut apart need not be rebound, but all pages must be returned to their original pagination and each publication must be banded separately. Contractor must replace any source document where, by his own negligence, the image is damaged or the pages have not been cut according to specifications. This will be accomplished at no cost to the Government.
4. Stamp BLANK PAGE onto numbered and unnumbered blank pages which must be filmed in order to maintain pagination of the publication. Blank pages and the back of fold-ins not needed to maintain pagination will not be stamped or filmed. Contractor is cautioned that bleed-through which obliterates data on the front or reverse side of the page is cause for rejection.
5. Contractor will record the number of the pages to be filmed and stamp "COMPLETED" onto the cover of the publications accepted for filming. Stamping will not be accomplished in such a manner that would stamp out printed information.
6. Renumber pages which were printed broad, head to left or right, or on the side (new bottom) with a black pen or fine tip marker, in a legible manner leaving the original page number legible. When publication pages, after the first roman numeral pages, do not have consecutive Arabic numbering, the contractor will renumber the Arabic pages and table of contents. The table of contents will be renumbered beside the original numbers to coincide with the renumbered text. This is to be accomplished by a typewriter or similar means. Renumbering of the Arabic pages will be accomplished with a black pen or fine tip marker in a legible manner leaving the original page number legible.
7. Cut or fold-ins in excess of 432 x 279 mm (17 x 11") into units of 432 x 279 mm (17 x 11") or smaller and number consecutively in 216 mm (8-1/2") segments, that is, 2-A, 2-B, and so on.
8. Stamp SEE ERRATA PAGE FOLLOWING COVER onto cover pages 1 and 2 of publications which contain errata sheets.
9. Stamp BEST COPY AVAILABLE only on the poor quality pages.
10. If a microform or publication is returned to the ordering agency without microfilming, the contractor shall provide a detailed listing of defects found. The microform(s) or publication(s) will be packaged separately and delivered with a receipt indicating the print order numbers of the publication(s) being returned.
11. Microfiche titles will be reproduced directly from publication covers/index sheets which will be marked up by the Government. LED or OCR B type (typewriter form) is acceptable; but, titling must be exposed directly onto film emulsion. Titling may not be stripped onto the microfiche. Any deviation from the above shall be cause for rejection.

The Government furnished camera-copy will contain all information except the following:

- a. Microfiche Number.
- b. The number of microfiche per publication.
- c. Inclusive page numbers.
- d. Dept. of Navy or Navy Dept.
- e. Reduction ratio.

All titling information must be:

- a. Exposed directly onto the film emulsion.
- b. Separated by at least one character space within each of the three title areas.
- c. The same size and density.
- d. In uppercase.

12. The contractor must inspect the furnished exposed microfilm to determine its acceptability to satisfactorily produce microfilm to meet the requirements of these specifications. After development, the masters must be reinspected for any defects or damages (e.g. scratches, streaks, fogging, etc.) which would render them unsuitable for reproduction. If the contractor determines that any of the furnished material is not acceptable; then, the contractor must telephone the Ordering Agency within 2 hours of receipt of the microfilm and suspend production on the questionable portion pending further instructions. If such notification is not received by the Government, the furnished material will be deemed to be of suitable quality for the production of microfilm meeting the requirement specified herein.
13. The master microfilm's background density, must comply with the quality requirements in GPO Publication 310.3.
14. Label reels indicating the background density, resolution target reading and reel number.
15. Occasionally, the contractor will be required to process government-furnished *unexposed* film. Cost for this operation will be charged under II. ADDITIONAL OPERATIONS, line item (d).

The contractor is responsible for the safe return of all rejected microforms or publications and therefore is urged to get a signed receipt upon delivery of same.

The use of any type of tape on furnished first generation negative archival silver-gelatin microforms is not permitted. Additionally, they must be free from fingerprints and scratches.

INDEXING

The contractor must create an index for every source document, that is used to produce microfiche or 16/35 mm microfilm. The contractor's indexing records must be completely filled in, for each publication. Typewritten or handwritten insertions are acceptable. Sheets will show title information and grid position of all elements on the microfiche plus other information as required. Contractor produced positive or negative paper title may be secured to the header area of the form with staples or transparent tape.

MICROFILMING REQUIREMENTS

All silver-gelatin microfiche must be of archival quality and anything that precludes them from being archival will be cause for rejection.

The thickness of all microfiche must be within 0.10mm to 0.23mm (0.004" to 0.009") for polyester base films.

All microfiche must contain negative micro-images and a positive header with optically generated characters that are no less than 1.7mm and no more than 2.0mm (0.06" to 0.08") in height.

All microfiche must have a 3.0mm square cut mark located on the bottom edge of the microfiche 32mm (not less than 31.8mm nor more than 32.2mm) from the lower left (reference) corner.

The notch and corner cut are not required.

The micro-image placement must be horizontal, right reading, with sequential horizontal pagination.

Filters must be used when filming source documents containing colored stock.

All text pages will be filmed in sequence in accordance with the pagination of the furnished copy.

The ISO Test Target No. 2 must appear in frame G14 of each microfiche of a publication except the last microfiche where it will follow the last page (text or cover). The contractor will include on the last microfiche of a publication, a test target followed by the word "END" in 76mm (3") type size (handwritten is unacceptable) and the date filmed, in eye-readable form. All unused grid areas must appear as clear, transparent areas. If the targets on the last microfiche of a publication will cause continuation to another microfiche, the targets may be deleted from the last microfiche only.

Source Document Microfiche: The first generation negative archival silver-gelatin camera master cut microfiche produced under this contract must:

1. Be produced at a reduction of 1:24 with a format of 14 columns and 7 rows producing 98 frames in accordance with ANSI/AIIM MS5.
2. Be produced directly from the furnished source documents.
3. Be wrong reading on the emulsion side.
4. Resolve at least 6.3 pattern of the ISO Test Chart Target No. 2. This applies to all test charts within the frame.

COM Microfiche: The first generation negative archival silver-gelatin camera master COM microfiche produced under this contract must:

1. Be produced at a reduction of 1:48 with a format of 18 columns and 15 rows producing 270 frames in accordance with ANSI/AIIM MS5.
2. Be produced directly from furnished print image tapes.
3. Be wrong reading on the emulsion side.
4. The microimage placement must be horizontal, right reading, with vertical pagination.

Map Microfiche: The first generation negative archival silver-gelatin camera master map microfiche produced under this contract must:

1. Be produced at a reduction of 1:12.5 with a format of one horizontal right reading map and a single ISO Test Chart No. 2 placed in each corner of each microfiche.
2. Be produced directly from the furnished source document maps.
3. Be wrong reading on the emulsion side.
4. Resolve at least the 9.0 pattern of the ISO Test Target No. 2 within the frame.

Engineering Drawings:

All drawings shall be individually photographed with a sheet of opaque paper placed under the translucent (source) document to prevent recording of any background images and mounted on aperture cards as described on the print order in accordance with ANSI/AIIM MS32.

The engineering drawing camera master produced by the contractor must be available for recall on demand for use by the Ordering Agency.

DUPLICATING REQUIREMENTS

The use of any tape on the first generation negative archival silver- gelating camera master cut microfiche is not permitted.

COM and Source Document Microfiche:

The second generation negative diazo cut microfiche produced under this contract must:

1. Be produced directly from first generation negative archival silver-gelatin camera masters.
2. Source Document.-- Resolve at least the 5.6 pattern of the ISO Target No. 2. This applies to all test charts within the frame.
3. Be black or blue-black for the term of the contract and not mixed within a print order.
4. Be long term, Class B film (viewing only), in accordance with ANSI IT9.5.

16mm/35mm Roll Microfilm:

The second generation negative diazo 16mm/35mm nonperforated microfilm produced under this contract must:

1. Be produced directly from the developed first generation negative archival silver-gelatin 16mm/35mm microfilm camera masters.
2. Duplicates must not have a resolution loss of more than one test pattern below that of the master on any ISO Test Chart No. 2. This applies to all test charts within the frame.
3. Be blue-black or black in color.
4. Be long term, Class B film (viewing only), in accordance with the ANSI IT9.5.
5. Be placed into Eastman Kodak Ektamate A Cartridges, or equal as directed by the print order.
6. Label cartridges indicating the background density, resolution target reading, and cartridge number.
7. Splicing into a roll of microfilm must be avoided. However, when film must be spliced to load cartridges, or for some other reason, use Recordak Microfilm Clear Presstapes, KODAK EKTAMATE Clear Splicer Tape, or equivalent product. There must be no air bubbles under the splicing tape in a completed splice and all corners of the tape must adhere to the film.
8. The contractor is responsible for insuring that the Master and Diazo Duplicate Microfilm have a minimum of 2.1 meters of clear film leader at the lead edge prior to the first image and a minimum of 1.5 meters of clear film trailer behind the last image. If after trimming off fogged film, or should trimming not be necessary, the contractor may splice enough clear film onto the leader and/or trailer to meet the minimum length requirements. No more than two splices will be allowed on each 100 foot (30.48mm) roll of microfilm.
9. The contractor has full responsibility for delivering a 16mm/35mm microfilm roll which will perform on agency equipment. In the event that, after splicing, a microfilm roll does not operate satisfactorily on the equipment for which it was ordered and after verification of proper operating procedures of the equipment and a cursory inspection of the splice(s), the contractor will be required to supply a replacement microfilm roll. Delivery will be deemed to have been made only upon acceptance of a microfilm roll which performs satisfactorily.
10. Any cost incurred for the creation and delivery of replacement microfilm rolls must be borne by the contractor.

ENGINEERING DRAWINGS ON APERTURE CARDS

Engineering drawing camera masters furnished by the Ordering Agency will be of standard quality and/or substandard quality. Standard quality allows second generation reproduction of a negative with no retouching. Substandard quality consists of first generation negatives in poor condition and will not allow reproduction of an acceptable duplicate without retouching.

Whenever the quality of an original drawing is such that high quality reproduction cannot be maintained when filmed in conjunction with other drawings on a negative, such drawings will be filmed individually to insure maximum quality of reproduction.

For both source document and furnished first generation negative silver-gelatin engineering drawings the order will describe the aperture card size, color, stock, and thickness; the number of apertures and their location; stripping size, color(s), and location; whether a cold sensitive, heat sensitive or suspension microfilm carrier is required, its location face or back, and its maximum buildup; whether to use silver, diazo or vesicular film; the reduction desired; the resolution desired and the location of the resolution target(s); the information to be on the card and its location; and, if a corner cut is needed in accordance with ANSI/AIIM MS41.

COLLATING AND GATHERING:

All archival silver and diazo duplicate microfiche must be collated by title, inserted in protective envelope and gathered into sets.

Collating:

Collate individual microfiche into titles in numerical sequence as indicated on the print order and insert complete title (single microfiche if a single microfiche makes one complete title) into individual, unprinted, protective microfiche envelopes; one title per envelope. No envelope will contain more than 15 microfiche of any single title. Titles of more than 15 microfiche will be inserted into multiple envelopes containing no less than 7 microfiche per envelope. Titles must be readable without taking microfiche from envelopes. A single divider sheet of white paper, 151 x 102 mm (5.9 x 4.1 inches, \pm 0.05 inches) will be placed behind the first microfiche in each microfiche title which contains more than one microfiche.

Envelopes and divider sheets shall be made from white paper with a pH no less than 7.0. Envelopes shall be manufactured to permit easy insertion and removal of microfiche and shall be 154 x 103 mm (6.1 x 4.2 inches \pm 0.05 inches). Envelopes shall have sealed side seams (flaps formed as part of the back of the envelope) with inner tucks on the 103 mm (4.2 inch) dimensions and one open side on the 154 mm (6.1 inch) dimension. Enveloped microfiche shall not extend above the top of the back side of the envelope.

Gathering:

Gather individual titles (residing in protective envelopes) in the sequence stated on the print order in form sets, usually in alphanumeric sequence. Each set is to contain only one film type.

PACKAGING:

Microfiche:

Packaging material shall contain no adhesive or chemical that might produce a degenerative effect upon the film or enclosure (envelopes, packages, etc.) and shall be free from particulate matter. Adhesive and all envelopes and paper used must be in accordance with the ANSI IT9.2.

The diazo duplicate microfiche sets for each print order must be packed separately. Each set of furnished microfiche, the set of contractor produced, archival silver-gelatin microfiche when required and one set of diazo duplicate microfiche, will be grouped individually and then placed together in separate containers.

All containers and envelopes must be packed in such a manner as to prevent shifting or damage of the contents during transit and upon opening.

Microfilm:

Securely wrap reels and cartridges together using cardboard or other means in order to guarantee safe delivery.

All shipments must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through a small package carrier delivery system.

Packaging material shall contain no adhesive or chemical that might produce a degenerative effect upon the film or enclosure and shall be free from particular matter. Packaging material must be in accordance with ANSI PH 1.53.

Shipments:

All shipping containers will be packed to a minimum weight limit of 4.5 kg (10 lbs) and a maximum weight limit of 9 kg (20 lbs), with the exception of the last or only container in the shipment, which may weigh less than 4.5 kg (10 lbs).

LABELING AND MARKING:

Microfiche:

Protective envelopes containing first or second generation microfiche are to be marked to indicate film generation contained. This also applies to furnished silver microfiche. Protective envelopes containing diazo microfiche need not be marked.

Inks used for the stamping of envelopes must have a pH value no less than 7.0 and shall contain no chemicals that may produce a degenerative effect upon the film or protective envelopes.

Reproduce shipping container label from furnished reproduction labels. Fill in appropriate blanks, including number of sets of each type of film, classification numbers, and item numbers. Labels must be permanently affixed to the side of the carton so that they are visible and can be read when stacked. The label must also be placed in such a manner that it will not be damaged when the carton is opened.

Mailing labels will be required which must contain the title, quantity, address, and print order number. Mailing destinations will be furnished with the print order.

Microfilm:

The reel number is to be the same number as on the box in which the furnished, undeveloped master was supplied.

DEPARTMENTAL RANDOM SETS (Blue Label): All distribution microfiche sets must be divided into equal sublots in accordance with the chart shown below. Select one set at random from each subplot. Do not choose sets from the same general area in each subplot.

<u>Number of Diazo Sets Ordered</u>	<u>Number of Sublots</u>
Under 9	0
9 - 25	2
26 - 150	5
151 - 280	8
281 - 500	13
501 - 10,000	20
10,001 - 35,000	32
Over 35,000	50

These randomly selected sets must be packed separately and identified by a special furnished blue label, which is to be affixed to each container. These sets must be recorded separately on all shipping documents and sent to the address listed under DISTRIBUTION. The random inspected sets constitute a part of the total quantity ordered, and no additional charge will be allowed.

The furnished Selection Certificate must be signed and included with a copy of the print order/specification and placed inside the Departmental Random Sets' container.

All expenses incidental to furnishing Departmental Random Sets will be borne by the contractor.

QUALITY ASSURANCE RANDOM SETS: In addition to the Departmental Random Sets (Blue Label), the contractor may be required to submit Quality Assurance Sets for inspection and testing for compliance to the product specifications. The print order will indicate the number of sets required, if any. When these sets are ordered, the contractor must divide the entire order (lot) into equal sublots and select a set from each subplot. Each set is chosen from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. These sets will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the print order must be included with the sets.

Business Reply Mail labels will be furnished for mailing the Quality Assurance Random Sets. The sets are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION:

Deliver f.o.b. destination to: Department Navy locations throughout the Washington Metropolitan Area; locations in the Naval District of Washington: Annapolis, Carderock and Indian Head, Maryland and Dahlgren, Virginia.
INSIDE DELIVERY WILL BE REQUIRED.

Complete addresses and quantities will be furnished with the print orders.

Deliveries will be accepted between the hours of 8 a.m. and 2:30 p.m. (local time) Monday through Friday, excluding Government holidays.

Upon completion of each order, all furnished material must be returned to the address(es) indicated on the Print Order.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

NOTE: An additional copy of Standard Form 1034/1034A (contractor's billing voucher), submitted for payment, following the production of each print order, **MUST** be sent to the following address within 10 workdays after complete distribution to: US Government Printing Office, Term Contracts, Room A843 -- Stop PPC, Section C, Washington, DC 20401, Attention: James Grayson.

It is imperative that for each item billed on the voucher submitted by the contractor, a corresponding letter and/or number designation must appear beside it, as specified in the "schedule of prices".

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from any of the various locations listed under "Distribution" above, within 4 hours after notification of availability of print orders.

Complete production and distribution of orders must be made within 10 workdays, commencing the day after notification of availability of print orders.

Complete production and distribution for print orders designated as "Special", must be made within 5 workdays commencing the day after notification of availability of print orders.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 and -0517; callers outside the Washington, DC area may call toll free 800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 month's work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

PREMIUM PAYMENTS: Orders requiring an Accelerated Schedule will be offered and paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders with a regular schedule will be paid for at the basic prices offered.

It is estimated that 20 percent of the orders placed on this contract will be for the Accelerated Schedule. Therefore, Premium Payments will enter into the determination by applying the percentage increase offered for the Accelerated Schedule in the "Schedule of Prices" (Item III.) to the 20 percent of the total offered for all items in each category in the "Schedule of Prices". This additional cost will be included in the total bid and will be used to determine the lowest bid.

Failure of the contractor to deliver work at the time specified will result in disallowance of Premium Payments that were anticipated and the contractor will not list such items on the voucher.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (A) 1. (a) 1,992
(b) 312

2. (a) 1
(b) 1

(B) (a) 12,027
(b) 801
(c) 823

II. ADDITIONAL OPERATIONS:

. (a) 639
(b) 1
(c) 639
(d) 18
(e) 137

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. MICROFORM PRODUCTION, PACKING AND DISTRIBUTION --Prices quoted shall include the cost of all required materials and operations necessary for the complete production and delivery of the products listed in accordance with these specifications:

(A) FIRST GENERATION negative archival silver-gelatin camera masters (includes copy preparation, microfilming, inspecting, cutting, processing, indexing, title preparation, gathering and collating)

1. Microfiche Produced from Source Documents, *per microfiche*:

(a) 105mm Cut Microfiche..... \$ _____

(b) COM Microfiche..... \$ _____

2. Microfilm, *per frame*:

(a) 16mm Roll..... \$ _____

(b) 35mm Roll..... \$ _____

(B) SECOND GENERATION diazo-duplicates (includes duplicating, processing, inspecting, gathering and collating):

(a) 105mm CUT/COM Microfiche, *per microfiche*..... \$ _____

(b) 16mm Exposed Roll Microfilm, *per 100-ft roll*..... \$ _____

(c) 35mm Exposed Roll Microfilm, *per 100-ft roll*..... \$ _____

(Initials)

II. ADDITIONAL OPERATIONS - Include costs for all required materials and operations necessary for the complete production of the products:

- (a) Interpreting and data keypunching BLANK APERTURE cards, *per card*..... \$ _____
- (b) Card-to-Card duplicating of Preprinted APERTURE CARD and
PREMOUNTED MICROFILM, *per card*..... \$ _____
- (c) Mounting microfilm on Aperture Cards, *per card*..... \$ _____
- (d) Processing government-furnished unexposed 16mm/35mm film, *per 100 ft roll*..... \$ _____
- (e) Hand-time, *per hour*..... \$ _____

Hand-time shall be authorized only for operations not covered by the item descriptions listed above. Each operation must be specifically identified and performed only with prior approval from the Ordering Agency. Typical requirements for hand-time may include, but not limited to: keyboarding titles for furnished pre-punched aperture cards, binding, obtaining acceptable negatives from furnished sub-standard drawings or tracing, retouching, simple drafting, composite preparation, recomposition.

III. PREMIUM PAYMENTS: Premium payments when authorized, will apply to all items required to produce the product ordered under the "Accelerated Schedule".

Percentage Increase..... % _____

My production facilities are located within the assumed area of
production..... yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material..... _____
- a. Number of hours from acceptance of print order to pickup of
Government Furnished Material..... _____
- b. Number of hours from pickup of Government Furnished Material
to delivery at contractor's plant..... _____
2. Proposed carrier(s) for delivery of completed product..... _____
- a. Number of hours from notification to carrier to pickup of completed
product..... _____
- b. Number of hours from pickup of completed product to delivery at
destination..... _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)